

**Bottisham Community Primary School**  
**Local Governing Body**



**Meeting Minutes from meeting held on  
27<sup>th</sup> January 2026**

**Governors Present**

**Mark Askew (MA) Headteacher**  
**Clair Palmer (CP)**  
**Chloe Raval (CR)**

**Rebecca Taylor (RT) Chair**  
**Arnesh Vijay (AV)**  
**Matt Witt (MW)**

**Others Present**

**Rachel Pheng (RP) observer**  
**Gary Saunders (GS) observer**  
**Stuart Hales (SH) Clerk**

<b>Action Log</b>			
<b>ITEM</b>	<b>ACTION</b>	<b>DEADLINE</b>	<b>RESPONSIBILITY</b>
4.	It was agreed to carry over the action for SH to raise a governors query regarding access to National College training with central team	09.03.26	SH
4.	All 'non-staff' governors to confirm they had read KCSiE: 2025 (Parts 1 and 2) to SH, to allow him to update governor training records ( <a href="#">KCSiE: 2025</a> )	04.02.26	All
5.	RT to forward draft governor monitoring plan to MA, and then circulate document to governors to allow them to arrange dates and times for visits	04.02.26	RT,MA,All
6.	AIP (evaluated for autumn term) to be taken to LGB on 09.03.26	02.03.26	MA,SH
6.	As some governors had been unable to access the distributed document, RT to review if possible to circulate IDSR to all governors, using a different format	04.02.26	RT,All
8.	Governors to consider completing visit on Positive Regards	04.02.26	All
10.	LGB4 to be on Monday 09 March at 6.30pm	-	-

	<b>ITEM</b>	<b>ACTION</b>
<b>1.</b>	<b>Apologies and Quorum</b>	
	RT welcomed governors to the meeting and there were apologies received from Matt Tavener (MT) which were agreed by governors.  The meeting was quorate.	
<b>2.</b>	<b>Declarations of interest</b>	
	There were no declarations of interest for any item on the agenda.	
<b>3.</b>	<b>Minutes of last meeting</b>	

	<p><b>LGB Minutes</b> – The minutes of the last meeting held on 25th November had been circulated to governors prior to the meeting. The minutes would be signed by the Chair.</p> <p><b>Confidential LGB Minutes</b> – The minutes of the last meeting held on 25th November had been circulated to governors prior to the meeting. The minutes would be signed by the Chair.</p>	
<b>4.</b>	<b>Matters arising and actions from the previous meeting</b>	
	<p><b>LGB Minutes</b></p> <p><b>Item 4</b> – From the LGB on 25 November, MT advised whilst accessing the National College Annual Certificate in Safeguarding Refresher module, he had been requested to make a payment and had therefore not proceeded further.</p> <p><b>Action: It was agreed to carry over the action for SH to raise a governors query regarding access to National College training with central team</b></p> <p><b>Item 4</b> – It was agreed to carry-over the action for governors to confirm they had read KCSiE: 2025 (Parts 1 and 2).</p> <p><b>Action: All 'non-staff' governors to confirm they had read KCSiE: 2025 (Parts 1 and 2) to SH, to allow him to update governor training records (<a href="#">KCSiE: 2025</a>)</b></p> <p><b>RP, CR and AV joined the meeting and those present then introduced themselves to each other</b></p> <p>All other actions had either been completed or would be discussed within the meeting.</p> <p><b>Confidential LGB Minutes</b> – There were none.</p>	<p>SH</p> <p>All</p>
<b>5.</b>	<b>Chairs Report</b>	
	<p><b>Anglian Learning Governance Update</b></p> <p><b>Governor Visit Reports</b> – There had been no governor visits since the previous LGB.</p> <p><b>Confirm dates for monitoring in summer term</b> – RT advised she would forward a draft governor monitoring plan for the remainder of 2025-26 to MA for approval, before circulating it to governors to then arrange dates and times for visits.</p> <p><b>Action: RT to forward draft governor monitoring plan to MA, and then circulate document to governors to allow them to arrange dates and times for visits</b></p> <p><b>Verbal report from:-</b></p> <p><b>Introduction for Inclusion on 09 December</b> – RT advised for governors who also had a specific link role (safeguarding and inclusion) the central team would run regular QandA 'drop in' sessions.</p> <p><b>For Info: Trust Meetings</b></p> <p><b>Safeguarding/ Inclusion 'drop-in' on Tuesday 10 February</b></p> <p><b>AGF on Tuesday 17 March</b></p>	RT,MA,All

6.	<p><b>Heads Report (verbal) Inc. safeguarding</b></p> <p><b>Autumn Term 2025 Data</b> – A separate document titled ‘Writing Maths Reading GPS Termly Assessment Tracking 2025 to 2026’ was distributed prior to the meeting, which MA proceed to go through, noting the follow data which had not been included in the report;</p> <table border="1"> <thead> <tr> <th></th><th>Predicated Data for 2025-26</th><th>National Average for 2024-25</th></tr> </thead> <tbody> <tr> <td><b>Reception GLD</b></td><td>78%</td><td>68%</td></tr> <tr> <td><b>Yr1 PSC (Phonics Screening Check)</b></td><td>83%</td><td>80%</td></tr> </tbody> </table> <p>For KS2, whilst maths and reading data was pleasing, there would continue to be a focus on improving writing data. In Yrs3 and 4, it was noted the gap between disadvantaged/non disadvantaged had reduced.</p> <p>A governor queried if there were reasons why Yr2 Maths data was lower? MA advised it was partly due to a differing cohort, when compared to 2024-25.</p> <p>A governor queried further details as to how children were assessed? MA advised for Yr6, there was a standard set of criteria for writing, but this was not as detailed for other year groups. As a result, the school had developed its own assessment tracking tool to assist with lesson planning, assessments and identifying gaps within termly objectives. There would be further writing moderations within staff meetings to ensure a consistent approach across the school and the local authority would also complete separate rigorous moderation visits for all schools on an approx. three yearly basis.</p> <p>For Yr6, children would sit mock KS2 SATs papers for reading and maths, and subsequently the presented data reflected children had only been taught part of the Yr6 curriculum by the end of the autumn term.</p> <p><b>INSET</b> – A separate document titled ‘INSET 050126’ was distributed prior to the meeting, which included changes within the new Ofsted inspection Framework, which MA proceeded to go through.</p> <p>For each of the eight areas within the framework, there would be five judgements (apart from safeguarding which would be either Met/ Not Met). The school would look to communicate further details of the inspections and judgements with parents.</p> <p>Each of the areas would be reviewed within weekly SLT meetings. Inspections would likely be every four years, the last for the school being in June 2022.</p> <p>A governor queried the notice period for inspections within the new framework? SD advised schools would be notified via both an initial and secondary phone call on a Monday morning and there would be a two day inspection with two inspectors within the same week.</p>		Predicated Data for 2025-26	National Average for 2024-25	<b>Reception GLD</b>	78%	68%	<b>Yr1 PSC (Phonics Screening Check)</b>	83%	80%	
	Predicated Data for 2025-26	National Average for 2024-25									
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<p><b>Action: AIP (evaluated for autumn term) to be taken to LGB on 09.03.26</b></p> <p><b>IDSР –</b> A separate document titled 'IDSР' (Inspection Data Summary Report) produced by the DfE was distributed prior to the meeting which MA briefly went through, advising the document would be reviewed by the lead inspector prior to an Ofsted inspection.</p> <p><b>Action: As some governors had been unable to access the distributed document, RT to review if possible to circulate IDSР to all governors, using a different format</b></p> <p><b>Autumn Term 2025 Attendance Analysis –</b> Two separate documents titled 'Attendance Summer Term 2025' and 'Attendance Autumn 1 2025' were distributed prior to the meeting, which MA briefly went through, advising data for the overall school, disadvantaged groups and PA (Persistent Absence) and comparing these with national averages.</p> <p>There had been a significant level of chicken pox in the autumn term.</p> <p>A governor queried the process the school would follow should a child be absent? MA advised the school would follow the procedures as set out in its Attendance Policy, which he briefly went through.</p> <p>A governor queried if there was an update on EBSA (Emotionally Based School Avoidance)? MA advised whilst levels had been lower, from the spring term some children had started to find it difficult to come to school and the school would further look to understand reasons for this.</p> <p><b>PE/ Sport Premium Statement –</b> A separate document titled 'PE/ Sport Premium Monitoring and Tracking Form' was distributed prior to the meeting, which MA proceeded to go through advising all schools received funding/pupil to spend on improving their PE provision. The presented report was a review of expenditure and its impact from 2024-25 and the plan for the current year (the document would shortly be included on the schools website).</p> <p>A governor queried if there would be interschool sporting competitions? MA advised of an increasing participation through the Anglian Learning Sports Alliance, which would organise both sporting competitions and festivals (the school would look to ensure every child attended at least one).</p> <p>A governor queried if there were any forthcoming competitions in the rest of the spring term? MA advised the school had entered into a mixed boys/girls football competition (outside of the alliance) in March.</p>	<p>MA,SH</p>	<p>RT,All</p>
<p><b>7. Overview of New Ofsted Inspections</b></p> <p>A separate document titled 'State Funded School Inspection Toolkit' was distributed prior to the meeting. It was agreed this had already been discussed with Item 6.</p>		
<p><b>8. Inclusion Executive Summary</b></p>		

	<p>A separate document titled 'Positive Regard Visit (27.11.25)' was distributed prior to the meeting, which MA briefly went through advising the schools approach to behaviour.</p> <p>The school would review and update its Behaviour Policy.</p> <p>A governor queried if the approach could be shared with parents? MA advised he would consider this in further detail and perhaps organise a parental crib-sheet or workshop.</p> <p>A governor queried how the school would monitor progress with behaviours? MA advised via reviewing the number of logs on MyConcern and a Pupil/Staff Voice - governors would be welcome to complete a visit to meet with staff and children.</p> <p><b>Action: Governors to consider completing visit on Positive Regards</b></p>	All
<b>9. Governor Training</b>	It was agreed this had been discussed within Item 4.	
<b>10. Agree meeting date for LGB4</b>	<p>As the planned date for LGB4 on Tuesday 17 March clashed with a parents meeting, governors were asked to agree a new date for the meeting.</p> <p><b>Action: LGB4 to be on Monday 09 March at 6.30pm</b></p>	-
<b>11. Any Other Business</b>	<p><b>Scouts</b> – A governor noted a local Scouts group had constructed a bench which they would like to donate to the school – MW and MA to liaise further around donation of bench to school.</p>	
<b>Date of Next Meeting</b>	<p>The date of the next meeting is Monday 09th March 2026 at 6.30pm (in school).</p> <p>The meeting ended at 8.00pm</p>	